

**OFFICE OF SELECTMEN  
6 HOLLAND STREET  
PO BOX 139  
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

June 2, 2016

**MINUTES**

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett (absent with prior notice), Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

**I. CALL TO ORDER:** Chris called the meeting to Order at 7:00 P.M.

**II. PLEDGE OF ALLEGIANCE:**

**III. REVIEW / APPROVAL MINUTES:** Paul Made the Motion to approve the May 19, 2016 Meeting and Non-Public minutes, and May 26, 2016 Work Session and Non-Public Minutes as written. Russ Seconded. The Motion carried Unanimously.

**IV. NEW BUSINESS:**

1. Review for Action: Consent & Signature File as of June 2, 2016:

6/2/16	Lee's Mills Lease Agreement Slip #3-A	119-028 & 029
6/2/16	Lee's Mills Lease Agreement Slip #3-B	119-022
6/2/16	Certification of Yield Taxes Assessed	049-005
6/2/16	Tax Collector's Yield Tax Warrant	049-005
6/2/16	Administrative Abatement	046-020
6/2/16	Certification of Yield Taxes Assessed	014-005
6/2/16	Tax Collector's Yield Tax Warrant	014-005
6/2/16	Disposal Agreement, Kepple	099-028
6/2/16	2016 Charitable Exemption, Geneva Point Center	232-001&009 & 248-001

Russ Made the Motion to approve the Consent & Signature File for June 2, 2016. Jean Seconded. The Motion carried Unanimously.

2. Review for Action: Heritage Commission Member Appointment, David Oliver: Chris reported that Heritage Commission Chair, Cristina Ashjian in her letter requested that the Selectmen appoint David Oliver as a member. Jean Made the Motion to appoint David Oliver as a member to the Heritage Commission with a term to expire March 31, 2019. Paul Seconded and the Motion carried Unanimously.

3. Review for Action: Temporary Use Permit, 183 Lee's Mills Rd., Loon Center: Paul Made the Motion to approve the Temporary Use Permit for the Loon Center's annual fund raiser at the Lee's Mill launch site, July 8, 2016 (rain date July 11, 2016). Hope reported that they are asking the Board to waive the \$25.00 fee. Paul amended his Motion to include waiving the fee. Jean Seconded. The Motion carried Unanimously.

4. Review for Action: Temporary Use Permit, 977 Whittier Hwy, LR Food Pantry: Jean Made the Motion to approve the Temporary Use Permit for the Lakes Region Food Pantry, July 9, 2016 per the Police and Fire Chief's recommendations and to waive the fee, as they are a non-profit organization. Paul Seconded and the Motion carried Unanimously.

5. Review for Action: Legal Services Proposals: Chris reported that the Selectmen discussed this item during their work session that was held tonight at 6 p.m.
6. Review for Action: Personnel Policy Amendment, Sec. #3-Equal Opportunity: Chris reported that the amendment for section 3, Equal Opportunity was a more legal description. Jean Made the Motion to approve the amendment for section 3 as written. Paul Seconded and the Motion carried Unanimously.
7. Review for Action: Staff Report, WMF Personnel Status Change: Walter explained that due to the vacancy of one full time staff, it is requested to cover this position with two part-time seasonal employees, and reclassifying Bruce Purinton and Ken Kasarjian from intermittent to part-time seasonal. Doing this will provide time to evaluate the staffing needs of the Transfer Station under single stream recycling and a decision can be made next year. Paul Made the Motion to approve the reclassification of Bruce Purinton and Ken Kasarjian from intermittent status to part-time status staff at the Waste Management Facility from June 3 to October 15, 2016.
8. Review for Action: Staff Report, 2009 Freightliner Up-Fit Bid Award: Paul asked if the truck that was purchased through the federal surplus sale will meet the needs of the Public Works Department. Chris replied that based on the concerns brought up by Joel Mudgett, he rode in the truck. He said it is a heavy duty chassis and once uploaded it will perform as needed. Walter reported that in Scott's Staff Report he is recommending accepting the low bidder, Viking Cives of Maine for \$67,665. The two vendors that bid met the requested specifications. The bid by HP Fairfield, LLC's of Pembroke, NH was in the amount of \$79,102. Paul Made the Motion to award the up-fit bid for the Highway Department's 2009 Freightliner 4x4 10-wheel cab and chassis to Cives Corporation, doing business as Viking Cives of Maine in the amount of \$67,665, authorizing the Chair to sign the necessary documents and any change orders of up to 10% of the contracted amount. Jean Seconded. Russ asked how long the balance that was budgeted would remain in the account. Walter said that it will stay in that account until the end of the fiscal year and it will then go into the general fund. Russ hoped that the balance of \$32,000 will not be spent on anything just because it is there.

**V. OLD BUSINESS:**

1. Chris reported that it was his decision to cancel the Memorial Day Parade, which was a difficult one to make. He added that for the future, despite rain or shine he would like to have a plan B, with something taking place. The organizer of the parade, Sally Carver agreed with Chris that it was a very difficult decision, adding that every year more veterans are lost. She added that her concern was based on the possibility of an elderly veteran slipping and falling. Chris said he wanted to be clear that Sally asked at the previous meeting who would make the decision, and the Board agreed that as Chair he would make the call. He added that at 8:15 in the morning, based on the weather information they had at the time, a decision had to be made. Mike Lancor told the Board that he too spoke with Ms. Carver as his wife was scheduled to be the MC of the parade and at that time WMUR was reporting multiple canceled parades throughout the state. As the former Superintendent of Schools he made a policy to not second guess meteorologists. Ms. Carver asked to allow her to talk to those involved in the parade to develop a back-up plan and she will report back to the Board after Labor Day. She added that a good possibility would be to hold a ceremony at the Academy's auditorium. Jean asked and learned that the auditorium is set up for those with disabilities and mobility issues. Chris and the Board thanked Ms. Carver for her efforts of organizing the parade over the past several years.

**VI. OTHER BUSINESS:**

1. Board Update Reports: Paul reported that during their 6 p.m. work session they discussed the proposal from Lakes Region Planning Commission to help complete the Master Plan update. The cost is \$12,581 and it's expected to take six months. Paul Made the Motion to allow the Town Administrator to finalize the agreement with Lakes Region Planning Commission to provide assistance with the Master Plan update and to not exceed \$13,000 and to waive the bidding process. Jean Seconded and the Motion carried Unanimously.
2. Town Administrator's Report: Walter reported that the bids for the surplus sale were opened today and provided the Board with a copy of the results. He added that they will need to verify that the bidders still want the items and if not, then to offer it to the next highest bidder. Bids were received on the two vehicles. A representative from the NH Electric Coop will attend the June work session to discuss the street light program. Walter reported that the Town's updated web-site is up and running. The Board commented that it was easy to navigate. Chris asked that staff review the ordinances and policies on the Town's website to insure that the most up-to-date versions are posted. Walter reported that Chief Wetherbee has established a safe zone outside of the Police Department to provide a public place for internet purchases and custody exchanges. This area is covered by 24/7 video surveillance. Regarding Mr. Taussig's concern about Ossipee Park Road and the need for a truck runaway ramp, Walter reported that they've not found any condition requiring such a ramp from the Planning Board. Scott Kinmond is also reviewing his notes with the Town Engineer for any information. A public hearing will be scheduled for June 16<sup>th</sup> regarding amending the parking ordinance for the north side of Old Route 109 from the intersection. For the meeting on the 9<sup>th</sup>, Utility Appraiser George Sansoucy will present to the Board on the status of the recent changes in utility assessment laws. Walter concluded that he will not be in attendance for next Thursday's meeting due to the NH Manager's Association Conference.
3. Heritage Commission Minutes, May 11, 2016: Acknowledged.
4. CIPC Minutes, May 12 & 26, 2016: Acknowledged.
5. Trustees of the Trust Funds Minutes, May 26, 2016: Acknowledged.

**VIII. CORRESPONDENCE:**

1. Time Warner Cable, May 20, 2016, Possible Program Changes: Acknowledged.

**IX. CITIZEN INPUT:**

1) Joe Cormier asked and received confirmation that the Selectmen and Walter received his email regarding the recent notice posted on the Town's website by Fairpoint which mentioned the Broadband Committee versus the Broadband Working Group. Walter informed Mr. Cormier that information has been gathered and is now available for his review. He told him that Fairpoint prepared the release and requested that the Town post the article on our website which wasn't vetted by the Town. 2) Hollis Austin asked what was happening with the Recreation Advisory Board and if the Selectmen have notified the individual who has volunteered to be on the RAB. Chris replied that the Selectmen are reviewing the charter. Walter added that the individual was notified of the situation. Mr. Austin requested that the Selectmen make it mandatory that all board and committee meetings be video streamed. Hope reported that all boards and committees have been informed of the streaming availability and that the Selectmen encouraged utilizing this technology. Russ said he was against making this mandatory especially for volunteer boards. Chris added that the Selectmen haven't discussed

making it mandatory. Mr. Austin asked and learned that the new website has all of the minutes and agendas archived from previous years.

**X. NON-PUBLIC SESSION:** Not needed.

**XII. ADJOURNMENT:** Paul Made the Motion to Adjourn. Russ Seconded.  
Motion Carried Unanimously  
Chris adjourned the meeting at 7:45 p.m.

Christopher P. Shipp  
Approved

6/9/16 Hope K. Kokas  
Date  
Respectfully Submitted  
Hope K. Kokas, Administrative Assistant